

§ 8004.2. Recruitment and Appointment Process

(a) The CALPIA Prison Industries Administrator/Lead Manager at each facility shall be responsible for coordinating the recruitment of inmates with the institution/facility's correctional counseling staff or the classification services staff.

(b) Inmates shall obtain and complete the Worker Application and Intake IEP-F002/IEP-F003, 12/24/2015 Rev. H Form, which is incorporated by reference, to apply for a CALPIA work/training position. This form is made available by CALPIA staff to the inmate population throughout institutions with CALPIA enterprises.

(c) Inmates shall submit completed forms referenced in subsection (b) to the correctional counselor staff at the inmate's institution to begin initial screening process.

(d) The Prison Industries Administrator/Lead Manager shall, in coordination with the correctional counselor staff, conduct a central file review, ensuring eligibility standards and requirements, in sections 8004 and 8004.1 are met.

(e) Upon confirmation of program eligibility, inmates who have applied for a CALPIA position and have been placed into CALPIA's Inmate Candidate Pool (ICP) may be assigned to an appropriate work program in accordance with California Code of Regulations (CCR), Title 15, Division 3, Section 3040(c).

(f) Upon the availability of a vacant CALPIA position, CALPIA enterprise staff shall:

(1) Request a list of eligible inmates from the ICP from the institution/facility Assignment Lieutenant responsible for maintaining the ICP list.

(2) Interview inmates from the ICP list.

(3) Make the final selection of inmates based on priority of the following educational achievements:

(A) High School Diploma or GED

(B) Enrolled in GED program

(C) No Diploma/GED and not enrolled in an education program

(4) Submit a final list of successful inmate applicants in writing to the institution/facility's Assignment Lieutenant.

(g) In addition to the priorities set forth in subsection (f)(3)(A) through (C), CALPIA will also give consideration to part time CALPIA inmates who graduate from a substance abuse program or complete any other CDCR rehabilitating programs when filling full time assignments.

(h) A urinalysis test shall be requested on all inmates newly assigned to CALPIA within 30 days of their start date. See subsection 8004.3(a) for requesting guidelines.

- (i) As part of the appointment process inmates must be provided acknowledgement of policies, procedures, other documents and conditions of appointment and appointment documents for review and signature. Failure or refusal to sign for and acknowledge receipt of policies, procedures, other documents and conditions of appointment and appointment documents as requested by their supervisor, or CALPIA, will result in immediate removal from the CALPIA work program.

Authority cited: Sections 2801 and 2808, Penal Code.

Reference: Sections 2801 and 2805, Penal Code.